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### **Job Opportunity: Attorney 3**

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The Tennessee Department of Children's Services (DCS) has openings for two Attorney 3 positions. These attorneys will be part of the Administrative Procedures Division of DCS. They will sit as Administrative Judges for the department's contested cases governed by the Uniform Administrative Procedures Act (UAPA) and as Commissioner's designees for employee disciplinary Step 1 appeal discussions.

#### **Position:**

These attorneys will sit as Administrative Judges and are an impartial group that preside over the department's contested cases in accordance with the UAPA and write orders based upon their legal conclusions and findings of fact. They must demonstrate a working knowledge of the UAPA, the Rules of Civil Procedure, the Rules of Evidence, the Rules of DCS and DCS Administrative Policies and Procedures. They will determine the issue for each hearing; rule on objections, motions, the admissibility of evidence; issue subpoenas; and administer oaths in preparation for hearings. They will research and analyze applicable statutes, laws, rules and policies to determine conclusions of law. They will identify the findings of fact based upon the testimony and evidence proffered at the hearing and set forth those facts clearly in an Initial Order. They will review and respond to Petitions for Reconsideration within the timeframe allotted by the UAPA.

These attorneys will also sit as Commissioner's designee in employee disciplinary Step 1 appeal discussions and conduct reviews of Written Warnings. They must demonstrate a working knowledge of the Department of Human Services Rules governing employee disciplinary actions as well as applicable DCS Administrative Policies and Procedures. They will conduct Step 1 discussion meetings and draft response letters within the requisite timeframes. They will review Written Warning appeals and draft those response letters within the timeframe allotted by the rules.

These positions require significant travel. The contested cases are held where the Appellant lives. The employee discussions are held where the employee works.

#### **Skills:**

Applicants should have a current, valid license to practice law in Tennessee and a minimum of two years of relevant experience. Experience with administrative proceedings is strongly desired. Familiarity with DCS will be helpful. These positions require interaction with individuals in conflict situations and must be able to effectively handle these situations. They must deal fairly with parties on both sides and ensure that all appeals are handled within the appropriate timeframes.

**Send Resume to: [lisa.r.myers@tn.gov](mailto:lisa.r.myers@tn.gov)**

**Closing Date: 11/01/2015**

The State of Tennessee is an Equal Opportunity Employer